
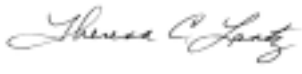


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|  <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p> | Directive Number 11.1 | Effective Date 9/1/2005 | Page 1 of 6 |
| | Supersedes <div style="text-align: center;">New Directive</div> | | |
| Approved By  | Title <div style="text-align: center;">Parole and Community Services</div> | | |

1. Policy. The Parole and Community Services Unit shall enhance public safety with responsible supervision of offenders under conditional release to the community. The Parole and Community Services Unit supports the Department's mission statement by providing supervision and services that reinforce successful community reintegration.

2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 18-81, 18-100, 18-100c, 18-101, 18-101b, 18-105 through 18-107, 54-124a through 54-133.
 - B. State of Connecticut Board of Pardons and Paroles, Statement of Organization and Procedures.
 - C. Collective Bargaining Agreement, American Federation of State, County and Municipal Employees (NP-4) Bargaining Unit, July 2004, Article 35.
 - D. American Correctional Association, Standards for Adult Probation and Parole Field Services, Third Edition, August 1998, Standards 3-3002, 3-3005, 3-3008, 3-3011, 3-3012, 3-3016, 3-3019, 3-3087 through 3-3089 and 3-3195.
 - E. Administrative Directives 1.2, Organization; 1.9, Audits; 2.7, Training and Staff Development; 4.4, Access to Inmate Information; 4.5, Victim Services; and 9.2, Inmate Classification.

3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Board of Pardons and Paroles. As provided for in the Connecticut General Statutes, Section 54-124a(f), the Board of Pardons and Paroles has independent decision-making authority to (1) grant or deny parole, (2) establish conditions of parole or special parole, and (3) rescind or revoke parole or special parole.
 - B. Case Management. A documented system of supervision that coordinates and involves an offender in a structured framework of programs and services with established goals based on the offender's risk assessment and identified needs.
 - C. Community Contracted Residential and Non-Residential Programs. Community based, private or non-profit agencies contracted by the Department to provide community reintegration services.
 - D. Community Release. A correctional program based in the community for eligible inmates, which includes transitional supervision, transitional placement and residential program placement as authorized in accordance with the Connecticut General Statutes, Sections 18-100 and 18-100c, and Administrative Directive 9.2, Inmate Classification.
 - E. Director of Parole and Community Services. A manager of the Department of Correction, appointed by the Commissioner, who shall serve as the administrative head of the Parole and Community Services Unit.
 - F. Discretionary Parole. The release to the community, pursuant to the Connecticut General Statutes, Section 54-125 or 54-125a by an

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| Directive Number 11.1 | Effective Date | Page 2 of 6 |
| Title Parole and Community Services | | |

action of a panel of the Board of Pardons and Paroles, of an inmate whose term of confinement has not expired, and under such terms and conditions set forth by a panel of the Board of Pardons and Paroles which are subject to regular monitoring by a Department Parole Officer for a specified period of time.

- G. Parole District. A geographical service area comprised of designated municipalities, administered by a Parole Supervisor and staffed by Parole Officers and ancillary support personnel, to which offenders under direct community supervision are assigned based on residence.
 - H. Parole Officer. A community-based Department of Correction employee who is trained in community supervision techniques, case management methods, and relevant administrative functions.
 - I. Parole Supervisor. A community-based Department of Correction employee of managerial rank who administers the daily operations of a Parole District or support function and who is responsible for direct supervision of all staff assigned.
 - J. Special Parole. A mandatory period of parole supervision, as ordered by the court, pursuant to the Connecticut General Statutes, Section 54-125e, required of an offender after completion of a term of confinement, subject to terms and conditions of supervision established by a panel of the Board of Pardons and Paroles.
 - K. Transfer Parole. The discretionary transfer by the Chairperson of the Board of Pardons and Paroles of an offender to supervision by the Parole and Community Services Unit, pursuant to the Connecticut General Statutes, Section 54-125h.
 - L. Transitional Placement. A program in which certain offenders may be transferred by the Commissioner of Correction or designee to an approved community or private residence after satisfactory performance in a residential program pursuant to the Connecticut General Statutes, Section 18-100(e).
 - M. Transitional Supervision. A community correction program approved by the Commissioner of Correction for offenders who meet the criteria as outlined in Section 18-100c of the Connecticut General Statutes.
4. General Principles. The administration and management of the Parole and Community Services Unit to include all personnel and inmates assigned to the unit shall be as follows:
- A. The Commissioner of Correction or designee shall establish the policies and procedures for community release (i.e., Transitional Supervision and halfway house placements) and shall also determine eligibility dates and conditions for community release, as well as the level of supervision for those offenders who are transferred to community release programs at the discretion of the Commissioner or designee.
 - B. The Chairperson of the Board of Pardons and Paroles has the authority and responsibility as set forth in the Connecticut General Statutes, Section 54-124a(c - e) which includes but is not limited to (1) overseeing all administrative affairs of the Board, and (2) adopting policies in all areas of pardons and paroles including but not limited to granting pardons;

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|--|----------------|-------------|
| Directive Number 11.1 | Effective Date | Page 3 of 6 |
| Title Parole and Community Services | | |

commutations of punishments; or releases, conditioned or absolute, in the case of any person convicted of any offense.

- C. The Parole and Community Services Unit shall develop, implement and maintain policies and procedures which shall require:
1. the supervision and enforcement of all conditions imposed on offenders released to Discretionary Parole, Special Parole, Transfer Parole, Transitional Placement, and Transitional Supervision, and for the management of offenders placed in contracted residential programs.
 2. the unit to focus on successful strategies to reduce recidivism and to support the reintegration of offenders into the community by providing programs and structured activities with clearly defined behavioral expectations.
 3. the unit to strive to employ evidence-based practice, emergent technology, and innovation to ensure effective supervision, service delivery, and accountability. A range of social, substance abuse, and support services shall be provided by contracted providers and by collaboration with other state, municipal, and private agencies.
 4. the unit to enforce the provisions of the Interstate Compact Agreement regarding offenders from other jurisdictions in accordance with the Connecticut General Statutes, Sections 18-105 through 18-107.
5. Operations Manual. The Director of Parole and Community Services shall develop and maintain a field operations manual containing detailed information concerning unit organization, staff duties and responsibilities, administrative and operational procedures, and other related areas integral to unit operations. The field operations manual shall be reviewed by October 1st of each year and revised as necessary.
6. Organization. The Parole and Community Services Unit shall be comprised of the following operational components:
- A. Office of the Director of Parole and Community Services;
 - B. Parole and Community Services district offices. District offices shall be located in the following municipalities in accordance with Administrative Directive 1.2, Organization:
 1. Hartford;
 2. Bridgeport;
 3. New Haven;
 4. Waterbury; and,
 5. Norwich/New London.
 - C. Residential Services;
 - D. Fugitive Recovery and Special Management; and,
 - E. Central Case Management.
7. Duties and Responsibilities. Parole and Community Services Unit staff shall be assigned, but not limited to, the following duties and responsibilities:

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|--|----------------|-------------|
| Directive Number 11.1 | Effective Date | Page 4 of 6 |
| Title Parole and Community Services | | |

A. Director of Parole and Community Services. The Director of Parole and Community Services shall, at a minimum:

1. administer supervision and community reintegration services to offenders consistent with Department of Correction and Board of Pardons and Paroles policy.
2. implement procedures to ensure staff familiarity with all Administrative Directives, Parole and Community Services unit policies, and policies and regulations promulgated by the Board of Pardons and Paroles.
3. assign, supervise, monitor and ensure compliance with Department standards and policies through periodic audits in accordance with Administrative Directive 1.9, Audits.
4. select and supervise all management staff for the unit.
5. direct and coordinate the services delivered and activities conducted by Parole and Community Services district offices and support functions.
6. establish and implement policies, procedures, and practices which govern the selection, administration, and delivery of residential and non-residential contracted services.
7. serve as the Department's principle liaison with the Board of Pardons and Paroles.

B. Parole Supervisor. The Parole Supervisor shall, at a minimum:

1. supervise and coordinate parole and community services in a district office or specialized unit according to established guidelines and procedures;
2. schedule, assign, oversee and review the work of staff;
3. conduct performance evaluations;
4. determine priorities and plan unit work;
5. establish and maintain unit procedures;
6. develop or make recommendations on policies and standards;
7. evaluate, audit and make recommendations on Department programs and operations; and,
8. perform other related duties, as required.

C. Parole Officer (PO-2). The Parole Officer 2 shall, at a minimum:

1. perform case management and counseling activities for an assigned group of parolees;
2. conduct preliminary investigations and coordinate and authorize release of parolees;
3. investigate and approve requests for out of state supervision;
4. review case files, conduct needs assessment and develop a plan for supervision;
5. coordinate development of a rehabilitation program for offenders;
6. make appropriate referrals to community based programs for necessary treatment and evaluation;
7. monitor parolee progress while in treatment;
8. lead lower level employees as assigned; and,
9. perform other related duties, as required.

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| Directive Number 11.1 | Effective Date | Page 5 of 6 |
| Title Parole and Community Services | | |

- D. Parole Officer (PO-1). The Parole Officer 1 shall, at a minimum:
1. perform tasks associated with community supervision, guidance and control of an assigned caseload of parolees;
 2. conduct preliminary investigations and assist in coordinating and authorizing release of parolees;
 3. review parolee case files;
 4. conduct needs assessment and develop a plan for supervision;
 5. coordinate development of a rehabilitation program for offenders;
 6. make appropriate referrals to community based programs for necessary treatment and evaluation;
 7. monitor parolee progress while in treatment;
 8. prepare notes, reports and written documentation; and,
 9. perform other related duties, as required.
8. Weapons and Equipment. Unless otherwise ordered by the Director of Parole and Community Services, parole officers and supervisors shall be issued the following:
- A. Department issued firearm;
 - B. soft body armor;
 - C. state-owned motor vehicle;
 - D. handcuffs;
 - E. chemical agent;
 - F. cellular telephone; and,
 - G. pager.
9. Physical/Duty Requirements and Working Conditions. Each Parole Officer and Parole Supervisor shall possess and retain sufficient strength, stamina, agility and endurance to perform all assigned duties as required. Personnel assigned a state-owned motor vehicle and/or a Department issued weapon shall possess a valid driver's license and shall retain Department weapons certification, respectively. Each Parole Officer and Parole Supervisor shall also obtain NCIC/COLLECT certification.
- Parole Supervisors shall be on 24-hour call. Parole Officers shall be on 24-hour call and subject to hours of work per NP-4 Collective Bargaining Agreement.
10. Community Contracted Residential and Non-Residential Programs. Community based agencies contracted by the Department shall provide community reintegration services to include, but not be limited to:
- A. substance abuse treatment;
 - B. mental health services;
 - C. relapse prevention;
 - D. education and vocational training;
 - E. employment development;
 - F. family and domestic violence counseling; and,
 - G. residential placement.

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| Directive Number 11.1 | Effective Date | Page 6 of 6 |
| Title Parole and Community Services | | |

11. Files and Record Keeping. The Parole and Community Services Unit shall manage and maintain the necessary records for each offender committed to its supervision in accordance with Department policy. At a minimum, an offender file shall include relevant information regarding community placement information, release status, case management plan information, and behavioral tracking during Parole and/or Community Release placement. This file shall be kept current, accurate and secure. Access to offender files, records and/or any other related information shall be maintained in accordance with Administrative Directive 4.4, Access to Inmate Information and shall be retained as per applicable policy.
12. Victim Services Notification. The Parole and Community Services Unit shall provide timely notification, support and appropriate information to the Department's Office of Victim Services and to the Board of Pardons and Parole's Victim Services Coordinator about offenders under its jurisdiction in accordance with Administrative Directive 4.5, Victim Services and other applicable laws.
13. Notification and Cooperation with the Board of Pardons and Paroles. The Parole and Community Services Unit shall collaborate with the Board of Pardons and Paroles on matters of mutual responsibility, and shall make timely and appropriate notifications as required by relevant statutes, regulations and policies.
14. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.